U.S. Network Wholesale Marketplace
USER MANUAL

Description

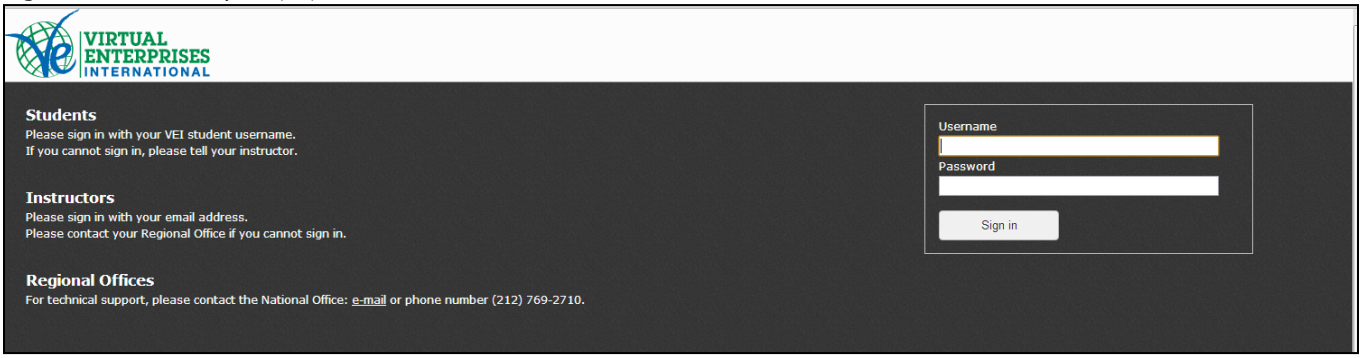
The U.S. Network Wholesale Marketplace application has been created for Virtual Enterprise firms who are merchandise resellers. By using this application, firms will research the marketplace to determine customary wholesale cost of each item they will sell, and will enter these items in their wholesale database, thereby creating a virtual wholesale account from which they will purchase their inventory for resale.

When a firm logs in to the marketplace, they will initially enter their resalable items with a product category, product name, SKU#, and wholesale cost. This list may be added to or edited at will. At the appropriate time, the firm will purchase items that they will retain in inventory based on their projected sales. After purchasing, the firm will be invoiced for their purchase(s), and will pay their bill as they would any real-world supplier.

Marketplace Access - Instructor-level Login

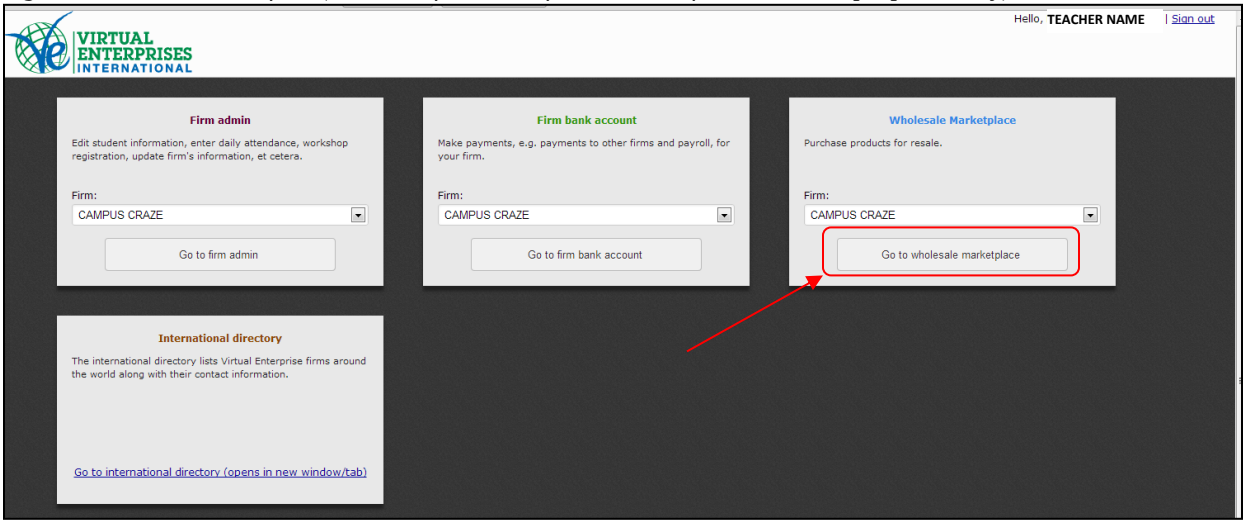
Login to the VEI Portal at the User Interface (https://portal.veinternational.org/login/)

Fig. 1.1- User Interface (UI)


VIRTUAL ENTERPRISES INTERNATIONAL
Students
Please sign in with your VEI student username.
If you cannot sign in, please tell your instructor.
Instructors
Please sign in with your email address.
Please contact your Regional Office if you cannot sign in.
Regional Offices
For technical support, please contact the National Office: e-mail or phone number (212) 769-2710.
Username
Password
Sign in

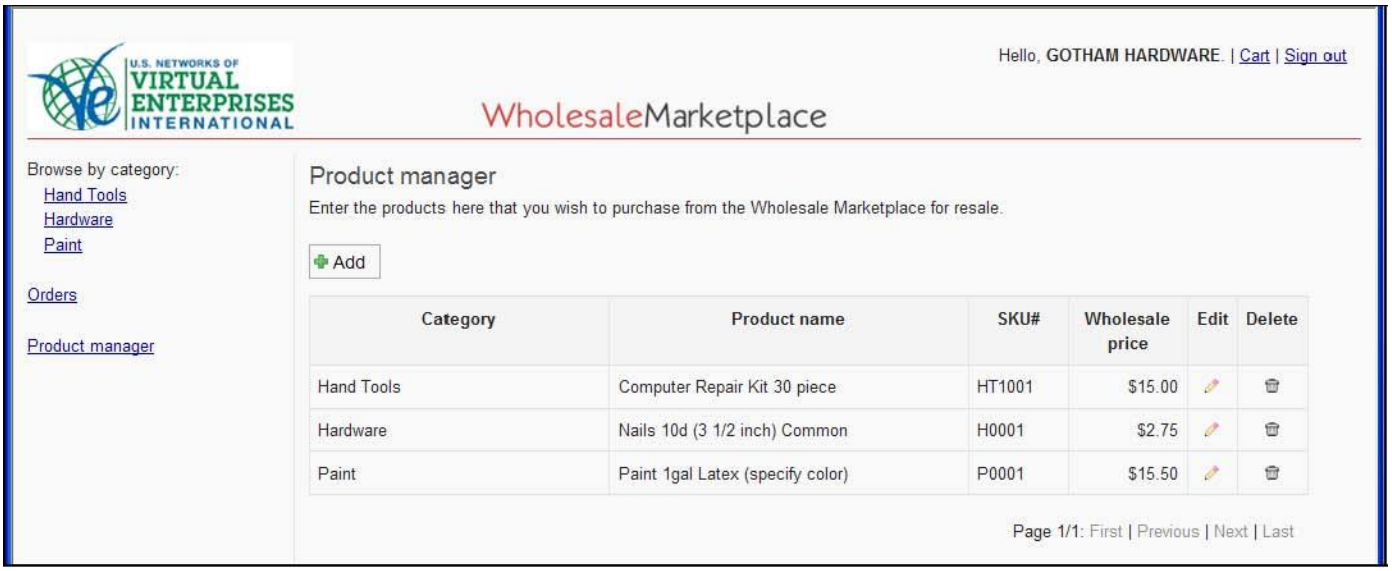
When logged in, the instructor/coordinator will see the screen in Fig. 1.2. Accessing any of the functions using the Go to button will open the requested function in a new window. Each of the new functions will be explained in subsequent sections below.

Fig. 1.2- Function Interface (Note- the firm identified is shown for illustration purposes only)


Hello, TEACHER NAME | Sign out
VIRTUAL ENTERPRISES INTERNATIONAL
Firm admin
Edit student information, enter daily attendance, workshop registration, update firm's information, et cetera.
Firm:
CAMPUS CRAZE
Go to firm admin
Firm bank account
Make payments, e.g. payments to other firms and payroll, for your firm.
Firm:
CAMPUS CRAZE
Go to firm bank account
Wholesale Marketplace
Purchase products for resale.
Firm:
CAMPUS CRAZE
Go to wholesale marketplace
International directory
The international directory lists Virtual Enterprise firms around the world along with their contact information.
Go to international directory (opens in new window/tab)

Product Manager Screen

If you have entered product in the database, you will see the screen below with those products listed. The screen below is a sample screen with several entries, and should serve as a guide to your entries. Note: The presence of a Category entry allows firms to break down their catalog items into appropriate categories according to product type (a firm that sells stationery products might break down the categories as paper, card stock, pens, filing supplies, etc) to match the firm's catalog.



Product Entry Screen

- Click on the **Product Manager** link in the menu pane to access the product entry screen below.

Note: All fields must be completed.

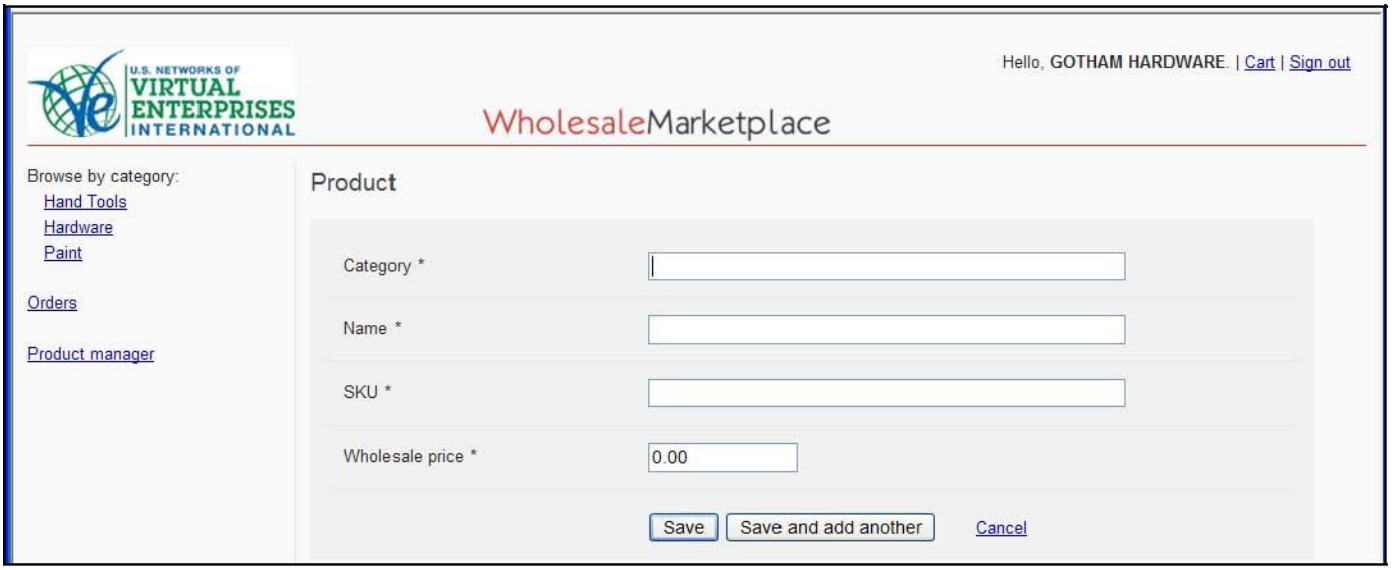
Type the product category in the Category box.

Type the product name in the Name box.

Type the SKU in the SKU box. This number may be the same as your catalog item number.

Type the wholesale cost in the Wholesale price box.

Click **Save** (*if making multiple entries, click* **Save and add another**). You will be returned to the main window.



Purchasing Screens

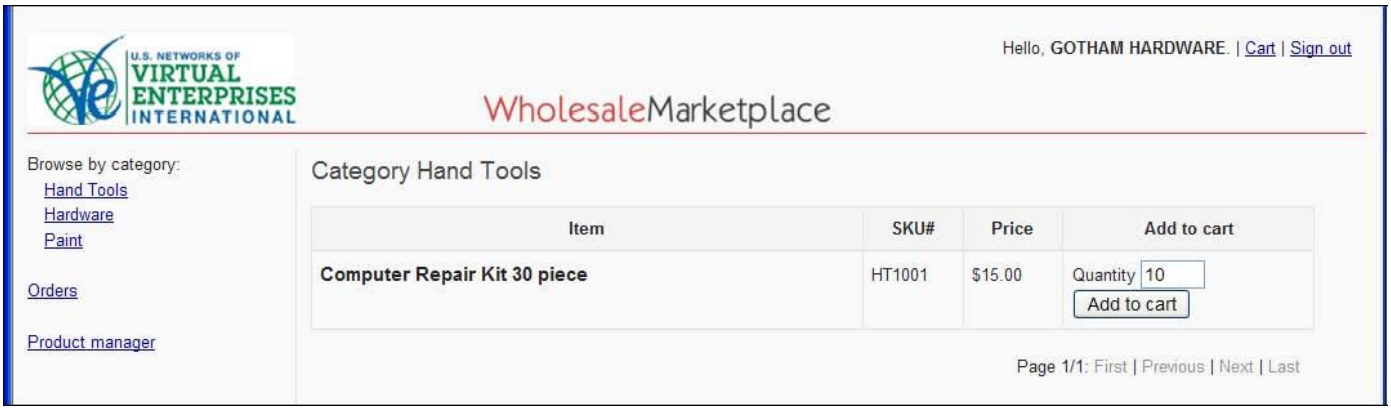
The following screens allow firms to purchase their inventory. All purchase screens are viewed within each category and must be accessed separately to view and purchase products as they reside in separate categories.

Note: Review the following three screens to see how each category appears when saved.

Click the first category (in this case, **Hand Tools**) to view available products.

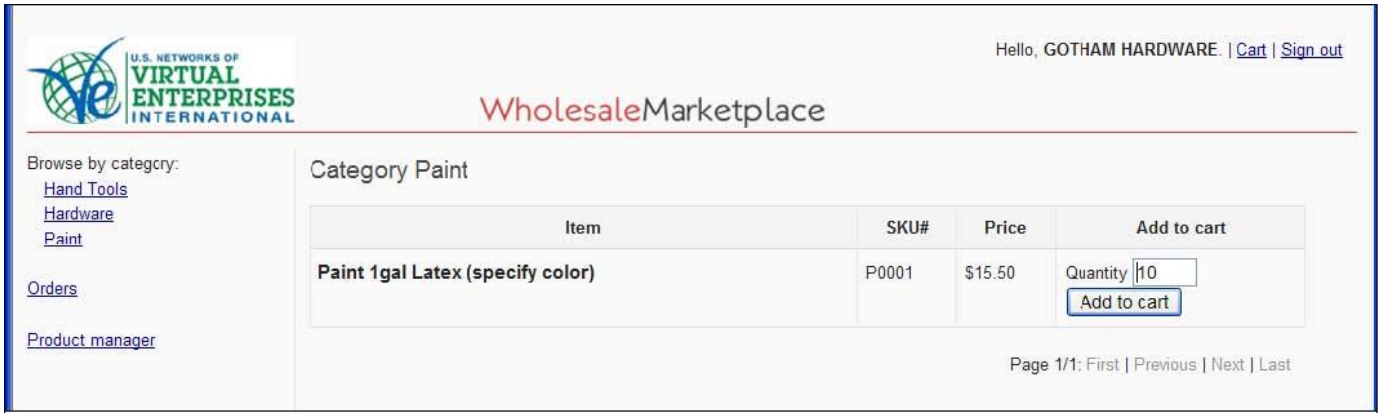
Purchase products as you would in any online store by adjusting the quantity in the box, and then clicking the **Add to cart** button. Repeat this process for each product you want in each product category.

- When finished, click **Cart** at the upper-right corner of the window to proceed to your shopping cart. Hand Tools



Hardware

Paint



Shopping Cart

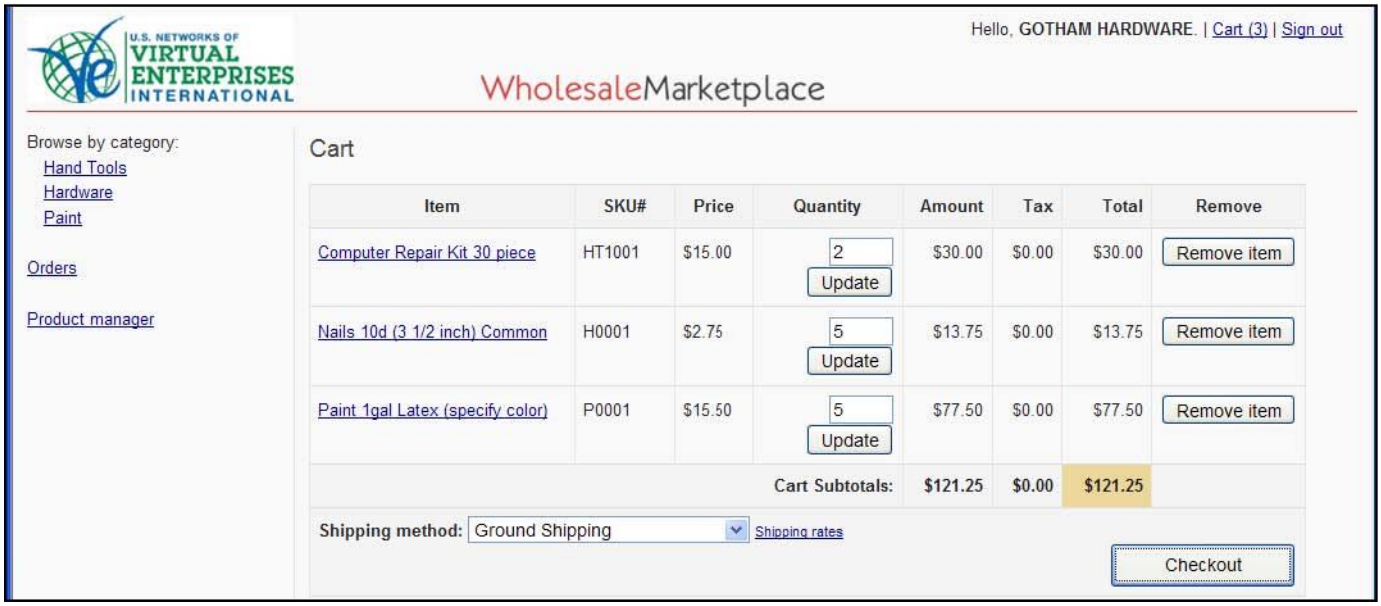
In this screen, you have the opportunity to review your cart item-by-item. This is the time to change quantities and update the cart, remove items from the cart, choose your shipping method, and checkout to complete your order.

To change the quantity ordered for an item, change the number in the quantity box, then click Update.

Removal of items you do not wish to purchase is done by clicking the Remove item button to the right.

Select your shipping method (note the charge structure to determine the least expensive method).

When you are ready to commit to the order, click the Checkout button at the bottom. This will generate the Checkout screen that you see below the Cart screen.

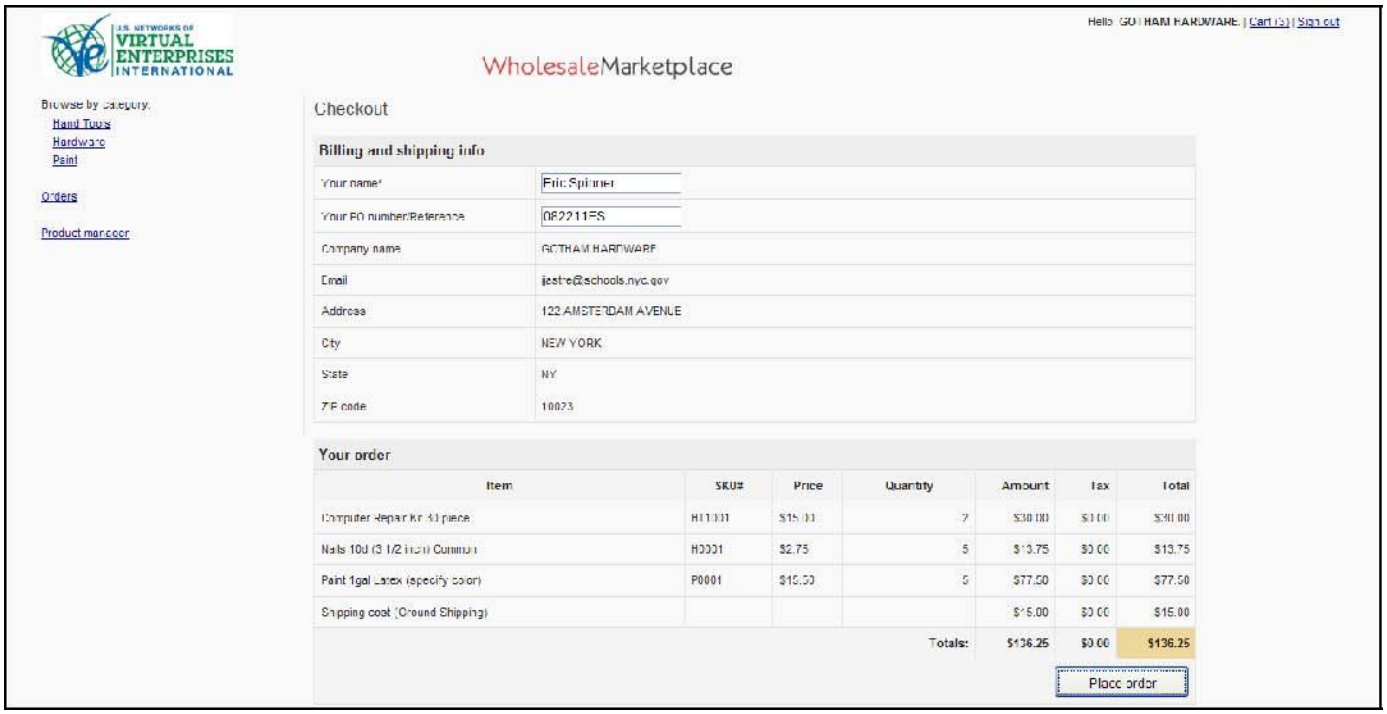


Checkout Screen

This is the final step before your purchase is complete.

Verify that the order is correct, then click **Place order.**

This step generates an invoice that will be emailed to your firm, and an Order confirmation screen .



Order Acknowledgement Screen

Note: This screen appears upon completion of placement of the order. Print this screen and retain for firm records.

Order Summary Screen

- Click on **Orders** in the menu pane to see your order history. All orders placed by your firm will appear here.

Invoice

Note: A similar invoice will be emailed to your firm for the order, and it will look like the following:

U.S. NETWORKS OF VIRTUAL ENTERPRISES INTERNATIONAL

NY Wholesale Marketplace
122 Amsterdam Avenue
New York, NY 10023
Email: vec@veinternational.org

Invoice

Invoice number: 3
Invoice date: Aug 22, 2011
Discount date: Sep 01, 2011
Due date: Sep 21, 2011
Invoice total: $136.25
Order placed by: Eric Spinner
Your PO number/Reference: 082211ES

To:
GOTHAM HARDWARE
122 AMSTERDAM AVENUE
NEW YORK, NY 10023

Item	SKU#	Price	Quantity	Amount	Tax	Total
Paint 1gal Latex (specify color)	P0001	$15.50	5	$77.50	$0.00	$77.50
Nails 10d (3 1/2 inch) Common	H0001	$2.75	5	$13.75	$0.00	$13.75
Computer Repair Kit 30 piece	HT1001	$15.00	2	$30.00	$0.00	$30.00
Shipping cost (Ground Shipping)				$15.00	$0.00	$15.00
			Totals:	$136.25	$0.00	$136.25

Payment Advice

Bank account: 100002567 NY Wholesale Marketplace
Amount: $136.25
Payment description: INVOICE# 3

Payment Terms

2% 10, Net 30 from date of invoice. Past due invoices will be charged 1.5% interest per month outstanding.